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ABSTRACT

This scope and sequence guide, developed for a commercial food service vocational education program, represents an initial step in the development of a systemwide articulated curriculum sequence for all vocational programs within the Metropolitan Nashville Public School System. It was developed as a result of needs expressed by teachers, parents, and the business community for sequential structure within the vocational education curriculum. The guide contains an introduction, course description, general course objectives, course content (with specific objectives) in outline format, and a list of resource materials, such as textbooks, curriculum guides, and audiovisual aids. This three-year course provides a natural progression of both theory and "hands-on" experiences including preparing and serving meals, selling of bakery goods, and other types of food service. The course includes buffet, counter, cafeteria, table, formal, and informal food service, and use of modern commercial food equipment. The course provides students the opportunity to participate in Vocational Industrial Clubs of America (VICA) leadership training, and in local, state, and national skills competitions. (KC)

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COMMERCIAL FOODS

SCOPE AND SEQUENCE

VOCATIONAL EDUCATION

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Metropolitan Public Schools

Nashville Davidson County, Tennessee

Charles O. Frazier, Director

SCOPE AND SEQUENCE

FOR

COMMERCIAL FOOD SERVICE

FOREWORD

This scope and sequence guide, developed for the Commercial Food Service Vocational Education program, represents an initial step in the development of a systemwide articulated curriculum sequence for all vocational programs within the Metropolitan Nashville Public School System. It is a direct result of needs expressed by teachers, parents, and the business community for sequential structure within the vocational education curriculum. An articulated vocational curriculum allows a student to move from one level of instruction to the next without repeating learning tasks already mastered, and without experiencing gaps in the presentation of relevant instructional material.

A goal of this curriculum effort is to provide teachers a usable guide based on input from the teachers. The initial step was an identification of course content, with all teachers having an opportunity to contribute. What follows is a publication using the teachers' contributions: a sequential listing of objectives and skills for each program offering.

This guide does not include all specific resource materials that may be used to assist students in acquiring minimum competencies. It is to serve as a guide for the sequence of course content and scope of what is to be taught. This guide content is extremely important and its use is encouraged. The suggested competencies and resource materials allow instructors an opportunity to be creative and resourceful in meeting the needs of individual programs and students.

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The Committee:

Instructors	Schools
Gail Lindsay	McGavock

Committee Coordinator: Preliminary Committee-Mary Ann Galbreath-Pearl/Cohn
Revision Committee-Giuliano Pagan-Overton

Program Area: Forrest P. Wilson

Editorial Consultant/Design/Layout

Judy Beier - Commerical Art Instructor - Maplewood
Mary Jo Grady - Commercial Art Instructor - Pearl/Cohn
Joy Binkley - Editing
Dr. Jim Lorenz - Third Party Evaluator
Exemplary Project Staff
Vocational Program Coordinators

Printing/Binding/Typesetting/Technical Assistance

Sam White - Printing Instructor - Overton
Jesse Ray - Printing Instructor - Whites Creek
Cleve Yokely - Printing Instructor - Stratford
Kenneth Ford - Manager - Metropolitan Public School Binding
Robert Tucker - Director - Metropolitan Public School Printing Department
Jean Porter - Publications Specialist - Department of Communication and Community Relations
Debbie Fulghum - Typesetter - Department of Communication and Community Relations

INTRODUCTION

This guide was designed for use in the teaching of Commercial Food Service I, II and III. Course content is based on the curriculum guide, The Food Service Worker, developed by the Tennessee State Department of Home Economics Education. The fifty-two modules in the guide (The Food Service Worker) along with other curriculum guides and adopted textbooks serve as dependable sources of information, activities and resources for both teacher and students.

The guide provides a natural progression of both theory and "hands-on" experiences including preparing and serving meals, selling of bakery goods and other types of food service. Third year students are provided experiences in buying, planning, supervising and bookkeeping duties.

COURSE DESCRIPTION

The course content for Commercial Food Service will permit the student to learn to handle, prepare, store and serve foods in an efficient, proper and sanitary manner. Each student will have opportunities to perform operations that will enabale them to learn correct methods of processing foods from the purchasing of the food through the actual serving of the prepared meal to the customer. Services include buffet, counter, cafeteria, table, formal and informal. The student will learn to use modern commercial food equipment.

Students have the opportunity to participate in Vocational Industrial Clubs of America (VICA) leadership training and in local, state and national skills competitions.

GENERAL COURSE OBJECTIVES

1. To teach safety procedures in the area of commercial food occupations
2. To teach proper care and use of tools and equipment used in commercial food occupations
3. To help students master basic skills in the production and preparation of food
4. To facilitate the mastery of basic skills in the service and hospitality areas
5. To teach skills and techniques necessary for holding a job in industry

COURSE CONTENT FOR COMMERCIAL FOOD SERVICE I

(First and Second Semesters)

I. Orientation to commercial food service (3 weeks)

Specific objectives:

To identify and discuss areas of food service
To learn personal requirements in this field

A. Completes orientation

B. Understands self-development

C. Develops communication skills

D. Knows maturity requirements

E. Learns job procurement skills

II. Safety (2 weeks)

Specific objectives:

To identify safe working procedures
To prevent accidents in the kitchen

A. Understands environmental safety

B. Understands fire safety

C. Understands first aid

III. Sanitation (1 week)

Specific objectives:

To recognize proper sanitation techniques
To handle food properly

A. Learns food handling techniques

B. Understands sanitation

1. Work and storage areas

B. Understands sanitation continued:

2. Equipment

C. Knows housekeeping procedures

D. Understands sanitation codes

IV. Equipment (3 weeks)

Specific objectives:

To recognize and use equipment
To clean and care for equipment

A. Learns use and care of equipment

1. Large equipment

2. Small equipment

B. Knows proper use and maintenance of hand cutlery

V. Customer service (3 weeks)

Specific objectives:

To arrange dining area and serve guests
To bus tables and clean up properly

A. Understands dining area arrangement

B. Knows procedures to serve guests

C. Learns table clearing/cleaning procedures

VI. Weights and measures (3 weeks)

Specific objectives:

To interchange measurement equivalents
To recognize terms, definitions and recipe format

A. Understands basic math skills

B. Understands measurements

C. Learns to read and convert recipes

VI. Weights and measures continued:

D. Knows work simplification

E. Understands terminology

VII. Planning menus (3 weeks)

Specific objectives:

To identify basic nutritional needs
To plan nutritious menus

A. Develops an understanding of basic nutrition

B. Learns techniques of menu planning

VIII. Food preparation (15 weeks)

Specific objectives:

To apply theory to laboratory work
To develop skills in quantity cooking

A. Reviews measurements and recipes

B. Prepares cookies

1. Soft dough cookie recipe

2. Firm dough cookie recipe

C. Prepares beverages

1. Tea

2. Coffee

D. Prepares sandwiches

1. Cold sandwich recipe

2. Hot sandwich recipe

E. Prepares salads

1. Lettuce preparation

E. Prepares salads continued:

2. Gelatin salad

3. Leafy green salad

F. Prepares fruits

1. Fresh

2. Cooked

G. Prepares breakfast foods

1. Egg recipes

2. Breakfast quickbread

H. Prepares quickbreads

1. Biscuits

2. Cornbread (muffin, loaf)

I. Prepares meats

1. Grilled

2. Deep-fried, breaded

J. Prepares vegetables

1. Steamed/boiled

2. Baked/broiled

3. Fried, marinated, dehydrated

K. Prepares garnishes

1. Vegetable

2. Fruit

3. Egg

VIII. **Food preparation continued:**

L. Prepares cakes

1. Sponge

2. Batter

M. Prepares icings

1. Uncooked

2. Cooked

N. Prepares yeast products

1. Bread or rolls

2. Sweet doughs

O. Prepares pies

1. Dough crust

2. Crumb crust

IX. **Management skills (3 weeks)**

Specific skills:

To cost menus and menu items
To study job requirements
To design functional menus

A. Understands food costing procedures

B. Learns job procurement review

C. Knows menu plan and design

COURSE CONTENT FOR COMMERCIAL FOOD SERVICE II

(First and Second Semesters)

I. **Orientation review (4 weeks)**

Specific objectives:

To review and develop marketable skills
To exhibit good personal grooming

A. Understands job skills

B. Understands sanitation

C. Understands safety

D. Understands grooming

II. **Service (2 weeks)**

Specific objectives:

To identify positions available
To identify types of food service
To learn public relations

A. Knows food service units and stations

B. Knows dining area stations

C. Understands requirements for meeting the public

III. **Management (7 weeks)**

Specific objectives:

To identify management duties
To plan and implement cost analysis

A. Trains and motivates employees

B. Plans finances

C. Plans menus

III. **Management continued:**

D. Knows labor costs

E. Knows food costs

F. Understands personnel management

G. Understands handling of money

IV. **Food preparation (17 weeks)**

Specific objectives:

To apply theory to laboratory work
To learn skills of quantity cookery

A. Completes breakfast review

B. Prepares grain products

1. Hot breakfast

2. Bread dressing or stuffing

3. Pasta products

C. Prepares salads and salad dressings

1. Oil and vinegar dressing

2. Mayonnaise dressing

3. Cooked dressing

D. Prepares appetizers

1. Hors d'oeuvre or canape'

2. Relish tray items

3. Dips

E. Prepares garnishes review

F. Prepares cookies

1. Refrigerated

F. Prepares cookies continued:

2. Molded, pressed or bagged

G. Prepares meats

1. Grilling and deep frying

2. Dry heat method

3. Moist heat method

4. Cutting a whole chicken

5. Tenderizing meat (grinding, pounding, cubing or scoring)

H. Prepares stock

1. Meat or poultry

2. Gravy or sauce

I. Prepares soups

1. Canned, frozen or dehydrated

2. Cold soup

3. Consumme'

4. Thick soup (legume or vegetable)

5. Chowder or creamed soup

J. Prepares sauces

1. White sauce

2. Tomato sauce

K. Prepares bakery products

1. Breads

a. Quickbread review

b. Yeast products

K. Prepares bakery products continued:

2. Cakes

a. Baking review

b. Specialty cakes

c. Cake decoration

d. Cream puffs

V. Nutrition (6 weeks)

Specific objectives:

To identify basic nutrients and functions
To plan nutritious meals

A. Distinguishes basic four food groups

B. Understands factors influencing eating behavior

C. Learns nutrition and food service

D. Learns nutrients

E. Understands planning nutritious menus

COURSE CONTENT FOR COMMERCIAL FOOD SERVICE III

(First and Second Semesters)

I. Orientation (3 weeks)

Specific objectives:

To recognize the importance of training
To relate to positions available in that training

A. Understands food service

B. Recognizes opportunity and training in food service

C. Knows positions in food service

II. Sanitation (6 weeks)

Specific objectives:

To recognize importance of sanitation
To identify causes and prevention of illnesses

A. Knows sanitation codes

B. Identifies bacteria and food-borne illnesses, causes and prevention

C. Learns pest control procedures

III. Government regulations (3 weeks)

Specific objectives:

To identify laws pertaining to food service
To recognize personnel responsibility

A. Understands Occupational Safety and Health Act (OSHA) regulations

B. Knows workman's compensation requirements

C. Knows child labor laws

IV. Supervisory duties (3 weeks)

Specific objectives:

Specific objectives continued:

To show leadership abilities
To give and follow accurate directions

A. Understands personnel relations

B. Knows positions in the kitchen

1. Owner/manager

2. Kitchen supervisor

3. Dining room supervisor

4. Storeroom supervisor

5. Housekeeping supervisor

V. Menu planning (3 weeks)

Specific objectives:

To study advanced nutrition
To plan menus relating to nutrition and current trends

A. Understands nutrition

B. Learns customer food choices

C. Understands planning the menu

D. Learns terms and definitions

VI. Techniques of food preparation (6 weeks)

Specific objectives:

To learn skills of quantity cookery
To identify time-saving skills

A. Understands food planning for fifty

B. Knows purchasing requirements

C. Knows storage requirements

D. Knows costing and portion control

VI. Techniques of food preparation continued:

E. Understands work simplification and work scheduling

F. Learns convenience foods

G. Understands disposables

VII. Customer service (3 weeks)

Specific objectives:

To distinguish between different styles of service
To practice correct procedure for each style

A. Knows quantity service style

B. Practices styles of service

1. Fast food
2. Single-line
3. Self-service
4. Table
5. Special
6. Scramble

VIII. Food production (6 weeks)

Specific objectives:

To increase knowledge in quantity practice
To practice cooking procedures

A. Prepares meats

B. Prepares poultry, fish and shellfish

C. Prepares vegetables

D. Prepares fruits

E. Prepares milk and dairy products

VIII. **Food production continued:**

F. Prepares breads and yeast products

G. Prepares desserts

IX. **Management (3 weeks)**

Specific objectives:

To gain skill at the management level
To learn financial structure of the food service industry

A. Knows procedures to train and motivate employees

B. Learns planning for finances of operation

1. Time cards
2. Daily receipt records
3. Invoices, inventory and purchase orders
4. Financial reports

C. Understands labor cost-control procedures

D. Knows direct management personnel duties

1. Job descriptions and analysis
2. Specifications
3. Job candidates interview
4. Worker performance assessment

RESOURCE MATERIALS

Textbooks

Cincinnati Public Schools, Home Economics Department. Exploring Careers in Hospitality and Food Service. Bloomington, Illinois: McKnight Publishing Company, 1980.

Cornelius, Ethelyn G. Food Service Careers. Peoria, Illinois: Charles A. Bennett Company, 1974.

Ray, Mary, et. al. Exploring Professional Cooking. Peoria, Illinois: Charles A. Bennett Company, 1980.

Curriculum Guides

Food Management Production and Services, Nashville, Tennessee: State Department of Education, 1982.

Food Service Production and Service, Stillwater, Oklahoma: Oklahoma State Board of Vocational and Technical Education, 1976.

Audio Visual

Filmstrips

Prentice Hall Media

Compelte Series - Food Preparation CL1140

Complete Series - Baking CL1237

Buffets and Banquets: Preparing Buffet Foods CL1354

Desserts - CL1235

Sanitation and Safety - CL1131

Equipment - CL1132

Filmstrips continued:

Table Service - CL1133

Breakfast Cookery - CL1236